

CITY OF HAYWARD

CONSTRUCTION INSPECTOR

DEFINITION

To inspect a variety of public works projects to insure compliance with plans and specifications in their construction. Projects include those involving federal and municipal funds and both public and private improvements in new subdivisions. This is the skilled journey-level class and requires independence of action, judgement and discretion in interpreting plans and specifications and enforcing local, state, and federal construction regulations.

SUPERVISION RECEIVED AND EXERCISED

General supervision is received from the Senior Construction Inspector.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Makes field inspections of a variety of public works projects including streets, roads, airport runways and taxiways, grade separations, curbs and gutters, sanitary sewers, storm drains, water lines, public buildings and structures, and airport hangars.
2. Evaluates the quality of construction and of materials used in construction, to insure compliance with plans and specifications.
3. Requests and interprets results of soils, materials, and operational tests, including compaction test reports.
4. Performs contract administration duties including preparation of daily construction reports, weekly statement of working days, change orders, progress payments, general correspondence, and checking payroll records, material submittals, and certificates of compliance.
5. Writes letters to contractors, and initiates change orders concerning the contract.

EXAMPLES OF DUTIES (continued)

6. Collects and reviews contractor payroll records to insure compliance with state and federal wage rate laws.
7. Conducts employee interviews relative to federal requirements.
8. Write daily construction reports.
9. Estimates the cost of materials and labor necessary to complete new or unanticipated work.
10. Prepares progress payments to contractors, and prepares reports relative to completed work.
11. Interprets and explains plans and specifications to the general public.
12. Responds to questions and complaints from the general public related to construction activities.

QUALIFICATIONS

Knowledge, Abilities and Skills

- A. Knowledge of materials and methods used in the construction of a variety of public works projects including public streets, curbs and gutters, sanitary sewers, storm drains and water lines.
- B. Ability to estimate and calculate amounts and costs of materials used in constructions.
- C. Ability to evaluate quality of construction.
- D. Ability to evaluate quality of materials used in construction.
- E. Ability to work effectively with others while enforcing provisions of construction contracts.
- F. Ability to prepare accurate written reports.
- G. Ability to communicate effectively both orally and in writing.

Knowledge, Skills and Abilities (continued)

- H. Knowledge of basic soils engineering principles.

- I. Ability to read and interpret plans and specifications.
- J. Ability to perform contract administration duties including preparation of daily construction reports, weekly statements of working days, change orders, progress payments, general correspondence, and checking payroll records, material submittals, and certificates of compliance.

EXPERIENCE AND EDUCATION

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Two years' experience as a public works construction inspector;

-OR-

Three years' experience as a soil technician with public works field inspection responsibilities;

-OR-

Five years of progressively responsible experience in public works construction, preferably in a supervisory capacity.

Experience shall include work in any two of the following construction trades: Grading and paving, underground utilities, forming and pouring concrete structures, or field superintendent for a general engineering contractor. It is desirable to be familiar with CALTRANS specifications, procedures and standards.

Education

Equivalent to completion of the twelfth grade.

License/Certificate

Possession of a valid Class III California Driver's License.

PROBATIONARY PERIOD: One year

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AAP Group: 5

FPPC STATUS: Non-Exempt

FLSA STATUS: Non-Designated